

**Sample Letter of
Termination of Employment Contract
Initiated by the Employer of Foreign Domestic Helper (FDH)**

Dear _____ (name of employee),

I, _____, wish to terminate your employment contract as domestic helper under the Domestic Helper Contract No. _____.

(Please “□” as appropriate)

- ☐ by giving you _____ days/month(s)* notice.
☐ by giving you _____ days/month(s)* payment in lieu of notice.
☐ without notice.
☐ without payment in lieu of notice.

Your last working day will be _____ (date).

Reason(s) for termination (if any):

Yours sincerely,

(Signature of employer)

(_____) (Name of employer)

(Date)

Acknowledged receipt by employee

(Signature)

(_____) (Name)

(Date)

Note 1 : Please refer to Chapter 8 of “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their Employers Should Know” for the rights and obligations of employers and FDHs regarding termination of employment contract.

Note 2 : This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

* Delete where appropriate

